

JOB TITLE: Executive Assistant

DEPARTMENT: Governing Body, Rutherford County

JOB SUMMARY: This position is responsible for providing secretarial and clerical support to the Governing Body, County Manager, and Human Resources department.

MAJOR DUTIES:

- Completes the administrative activity for each month's payroll; enters all payroll changes; runs all related reports.
- Schedules new hires for orientation; enters completed paperwork for new hires.
- Assists employees with health insurance questions; monitors claim status; serves as contact person for county reference insurance database.
- Schedules drug screenings for new hires; receives and transmits drug screening results.
- Monitor budgets for Human Resource and County Manager.
- Performs clerical duties in support of Human Resources and the County Manager, prepares reports, types correspondence, maintains files, charts, and graphs.
- Assists with the preparation of the county budget; compiles budget document.
- Serves on committees.
- Performs other related duties as assigned.
- Reviews and proofreads documents, records, and forms for accuracy, completeness, and compliance with policies and procedures.
- Schedules appointments and arranges committee meetings; assists in preparing agendas and meeting packets.
- Greets visitors and directs them to appropriate department and/or person.
- Establishes and maintains bookkeeping and records management systems and procedures.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures.

- Knowledge of basic bookkeeping.
- Knowledge of department policies and procedures.
- Knowledge of county and department policies and procedures.
- Knowledge of operations and functions of county departments.
- Knowledge of general local government organization, principles, and practices.
- Knowledge of state and federal laws governing personnel processes.
- Knowledge of county's payroll system and processes.
- Knowledge of correct grammar.
- Skill in entering data accurately.
- Skill in performing basic mathematical calculations.
- Skill in problem solving.
- Skill in planning and organizing work independently.
- Skill in establishing and maintaining files.
- Skill in performing multiple duties simultaneously.
- Skill in using a computer, copier, calculator, facsimile machine, and postage meter.
- Skill in oral and written communication.
- Skill in dealing with the public and interpersonal relations.

**SUPERVISORY CONTROLS:** The County Manager and Human Resources Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county, department, and Board of Commissioners policies and procedures, county codes and ordinances, relevant state and federal laws, and standard office practices. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative and secretarial support to the County Manager, and Human Resources Department. Successful performance in this position facilitates department operations, relations with the County Board of Commissioners, and affects the image of the county.

**PERSONAL CONTACTS:** Contacts are typically with department heads, co-workers, other county employees, elected officials, government and private agency representatives, staff from other municipal governments, insurance company representatives, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing or stooping. The employee occasionally lifts light or heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over one full time personnel.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, interpret and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.